Instructions for looking up or requesting a new D&B DUNS Number

IMPORTANT: The company name associated with your DUNS number <u>must match</u> the name of your legal business entity as well as the name submitted in the CACFP online contract. If the name associated with your DUNS is different than the name of your legal business entity you must update the name information with DUNS.

1. <u>**First check to see if your company has a D&B DUNS Number**</u>
   a. Click or copy the following link to your browser http://fedgov.dnb.com/webform
   b. Click on "Begin D-U-N-S Search / Request Process" at the top of the left hand tool bar.
   c. In the "Search" screen select "United States of America" at the top of the drop down list and click "Continue."
   d. Click on the "Continue to Government iUpdate" arrow at the bottom of the screen.
   e. Locate center box titled "Find DUNS or Request new DUNS" and click on the "Start Now" button.
   f. In the "Get Started, Locate Your Company" box, enter the Business Name, City and State and click "Search."
   g. If your company is listed under Company Name, check the box to the left of the name and click the "Next" button.
   h. You will need to verify your personal identify and affiliation with the selected company prior to gaining access to information.

   > **Having trouble finding your company? Follow the below tips:**
   > - Remove symbols from name. Ex – if name is D&K Global, remove the "&" sign.
   > - Avoid punctuation marks.
   > - Only enter the first word or two of the business name (less search criteria may be better).
   > - Avoid abbreviations if not specifically part of the legal company name.
   > - If the company name carries the proper name of an individual, only enter Last Name of the individual in the "Business Name" section.
   > - Do not include corporate status designations. (i.e. - Inc, Corp, LLC, Co. etc).
   > - If you locate your Business but the address is from a previous location, select that record as you can alter the address and other information once you are registered.

2. <u>**If you do not locate your company, you need to request a DUNS Number**</u>
   a. Click the "Request a DUNS Number" arrow at the bottom of the screen to access the DUNS Registration Process.
   b. Complete the User Registration and Authentication information. Follow the below tips:
      a. **<u>Your Information</u>:** Enter <u>your</u> Full Legal First Name and Full Legal Last Name: Ex – What is your name on your Driver's License, Mortgage, Mailing Address, etc. Avoid the use of nicknames, initials, and suffixes such as JR, SR, II, etc.
      b. **<u>Identify Validation Details</u>:** Enter <u>your</u> current physical home address and home phone number. Use the phone number you most commonly use as your home phone number, i.e. your cell phone is used as your home phone number.
      c. **<u>Company Information</u>:** Enter the legal Business Name as it is registered with the IRS, Secretary of State, or used for legal purposes. Sole Proprietorships must use the owner's full legal name. Ex. Darcy G. Jones should be entered as Jones, Darcy G. **Reminder: The company name associated with your DUNS number <u>must match</u> the Agency name submitted in the CACFP online contract.**
   c. After completing the User Registration and Authentication information, ensure you see the ReCaptcha box at the bottom of the screen. If you do not have the ReCaptcha box, you will need to return to Step 1a, above. When you get the box "Do you want to view only the webpage content that was delivered securely?" Click the "No" button.
   d. Complete the process.
   e. Once you have completed the entire process, you will receive a confirmation email. It will take **<u>24 to 48 hours to receive your D-U-N-S Number</u>**, which you will receive via email for your records.
   f. After you receive your D-U-N-S Number you must report it to the DPI's Child Nutrition Programs. Follow the steps on page 2 of this document to enter this information.

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Report your DUNS number to DPI's Child Nutrition Programs

The company name associated with your DUNS number <u>must match</u> the name of your legal business entity as well as the name submitted in the online contract.

1. Go to the Child Nutrition Programs Online Services Page at http://dpi.wi.gov/fns/online.html and select the button for On-Line Services Log-in.

2. Select Contracts and Claims.

3. Log in using your temporary Agency Code and temporary Password.

4. Select **"Other Services"** from the blue menu bar at the top of the screen.
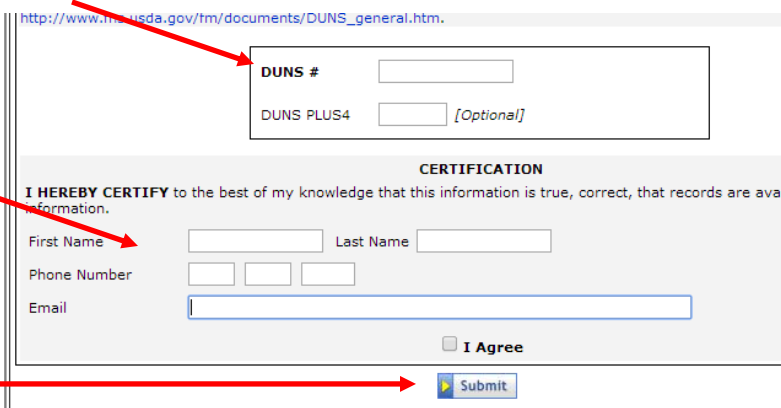

5. Select **"DUNS Information"** from the yellow menu bar that appears below the blue bar.

6. Enter your DUNS number in the space provided. It is optional to enter the DUNS Plus 4 number-this 4-digit code is generally given to very large entities with many divisions. Most agencies will only have the 9-digit DUNS number.

7. Fill out your name, phone number and email address, and select "I Agree" in the Certification section at the bottom of the page.

8. Click the "Submit" button at the bottom of the screen. You will receive a confirmation screen which will indicate that your information has been received.

If you have difficulty accessing information on D&B's online web form send an email to: govt@dnb.com or call the Government Customer Resource Center at 866-705-5711 or 877-807-1679 (Hearing Impaired Customers).